

Comparisons of Job Characteristics

Focus Occupation: [Order Clerks \(43-4151\)](#)

Associated Occupation: [Bookkeeping, Accounting, and Auditing Clerks \(43-3031\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 67

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	15.9	11.5	<< Extensive education and/or training may be required
Mathematics	9.2	12.0	9.0	<< Extensive education and/or training may be required
Economics and Accounting	4.4	11.5	5.8	<< Extensive education and/or training may be required
Customer and Personal Service	11.3	10.3	20.0	>> Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 88

Focus Occupation: Order Clerks (43-4151)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Mathematics	6.2	9.6	8.2	< A higher skill level may be required
Time Management	8.9	9.3	6.8	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Order Clerks (43-4151)**Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	12.8	13.4	0	Current ability level may be sufficient
Written Comprehension	11.0	12.5	11.0	<	Some improvement in abilities may be required
Written Expression	9.8	11.9	9.8	<	Some improvement in abilities may be required
Near Vision	11.1	11.8	14.5	>	Current ability level is likely sufficient
Oral Expression	12.4	11.5	14.4	>	Current ability level is likely sufficient
Mathematical Reasoning	6.3	11.2	6.8	<<	Extensive improvement in abilities may be required
Number Facility	6.3	10.7	8.2	<<	Extensive improvement in abilities may be required
Information Ordering	9.9	10.1	8.9	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 80

Focus Occupation: Order Clerks (43-4151)**Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**

Work Activities	Exclusivity of Activity
Compile data for financial reports	62
Fill out business or government forms	42
Maintain inventory of office forms	71
Maintain records, reports, or files	5
Prepare financial reports	67
Process account invoices	85
Take messages	68
Use computers to enter, access or retrieve data	3

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: n/a

Focus Occupation: Order Clerks (43-4151)**Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**

Tools and Technologies	Exclusivity
------------------------	-------------

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.